

**Fort Monmouth Morale, Welfare and Recreation Delivery System  
Facilities and Outside Areas**

Facility/Area Physical Fitness Center

Date & Time 1 May 2003

Facility Outside Area

Parking Lot

1. Any slip, trip, or fall hazards (sharp corners)
2. Pavement (cracks, pot holes, curb damage, striping)
3. Sidewalks (cracks, heaves, H/C ramps & landing to code)
4. Lighting (operational, adequate coverage, timers work)
5. Furnishings (trash cans, benches, bike rack)
6. Signage (directional, stop signs, H/C signs, 2' clearance)
7. Special conditions (Snow, ice road salt, broken glass)

Hazards Maintenance

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

Comments

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Landscape

1. Vegetation (drive isles clear, clear zone/sightlines, pruning)
2. Planting beds (mulched, weed free, irrigated)
3. Drainage systems (channels, culverts, inlets & pipes clear)
4. Grass (level, drains, mechanical and chemical maintenance)
5. Misc. (railings, fences, bollards, gates, flag poles, garbage receptacles)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

weeds in flower bed  
will have to fall

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Facility Inside Area

Housekeeping Areas

1. Custodial (mops, brooms, equip. stored properly)
2. Chemicals labeled, sorted
3. Caution & Wet Floor signs (available for use)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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Kitchen

1. Appliances (clean, operational)
2. Storage (orderly, chemicals not stored near food)
3. Cabinets (secured, nothing can fall out, top storage)
4. Sink and faucet (leaks, working property)
5. Floors (clean, non-slip)
6. Fire Extinguisher (available and charged)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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Multi-purpose Rooms/Meeting Rooms

1. Windows (clean, blind cords secured, caulking, trim)
2. Signs (Max occupancy signs, exits)
3. Equipment (TV & VCR functioning, labeled, secure)
4. Storage (carts functioning, storage clean & orderly)
5. Misc. (phones, screens, tables easel)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

NA

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\_\_\_\_\_  
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Personal Protective Equipment

1. Eyewash (working, user instructions)
2. First Aid kit (bandages, compresses, latex gloves)
3. Goggles, gloves, pocket masks, respirators
4. Exposure control kit

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

NA

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\_\_\_\_\_  
NA

### Emergency Preparedness

1. Fire Extinguishers (charged & inspected)
2. Posted policies, procedures & report forms
3. Evacuation routes
4. Exit signs lit and visible
5. Emergency Exits (free and clear of debris)
6. Alarm system (checks, lights)

### Hazards Maintenance

Hazards	Maintenance
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y

### Comments

Comments

### General Conditions

1. Any slip, trip, or fall hazards (sharp corners)
2. Flooring (loose tiles, carpet, tripping hazards)
3. Walkways (obstructions, water, uneven surface)
4. Stairways (obstructions, treads, handrail)
5. Ceiling (loose ceiling tiles, water damage)
6. Lighting (switches, cords, sockets, safety plugs)
7. Doors (easy open, locks work)

Hazards	Maintenance
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y

Comments

### Bathrooms

1. Any slip, trip, or fall hazards (sharp corners)
2. Sinks (chips, broken wall mount, pipe wrap)
3. Stalls (hinges, dispensers)
4. Commodes and urinals (valves, chips, partitions)
5. Ventilation
6. Lighting
7. Waste receptacles, soap & towel dispensers
8. Showers
9. Lockers, storage facilities
10. Leaks, ponding on floor

Hazards	Maintenance
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y

Comments

### Office

1. Falling objects (file cabinets, overhead storage)
2. Work stations (secure furnishings, bookshelves)
3. Hallways (obstructions, Fire Code clearance)
4. Clocks
5. Water fountains
6. Furnishings (in good operation condition)
7. Electrical appliances (microwaves, ovens, fridge)

Hazards	Maintenance
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y

Comments


### Miscellaneous Equipment

1. Battery Chargers
2. Generators

Hazards	Maintenance
Y	N
Y	N

Comments
NA
NA

  
Safety Inspector

  
Recreation Representative

**Fort Monmouth Morale, Welfare and Recreation Delivery System  
Facilities and Outside Areas**

Facility/Area Tickets N' Tours

Date & Time 1 May 2003

Facility Outside Area

**Parking Lot**

1. Any slip, trip, or fall hazards (sharp corners)
2. Pavement (cracks, pot holes, curb damage, striping)
3. Sidewalks (cracks, heaves, H/C ramps & landing to code)
4. Lighting (operational, adequate coverage, timers work)
5. Furnishings (trash cans, benches, bike rack)
6. Signage (directional, stop signs, H/C signs, 2' clearance)
7. Special conditions (Snow, ice road salt, broken glass)

Hazards	Maintenance	Comments
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	

**Landscape**

1. Vegetation (drive isles clear, clear zone/sightlines, pruning)
2. Planting beds (mulched, weed free, irrigated)
3. Drainage systems (channels, culverts, inlets & pipes clear)
4. GRASS (level, drains, mechanical and chemical maintenance)
5. Misc. (railings, fences, bollards, gates, flag poles, garbage receptacles)

Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	

Facility Inside Area

**Housekeeping Areas**

1. Custodial (mops, brooms, equip. stored properly)
2. Chemicals labeled, sorted
3. Caution & Wet Floor signs (available for use)

Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	

**Kitchen**

1. Appliances (clean, operational)
2. Storage (orderly, chemicals not stored near food)
3. Cabinets (secured, nothing can fall out, top storage)
4. Sink and faucet (leaks, working property)
5. Floors (clean, non-slip)
6. Fire Extinguisher (available and charged)

Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	

**Multi-purpose Rooms/Meeting Rooms**

1. Windows (clean, blind cords secured, caulking, trim)
2. Signs (Max occupancy signs, exits)
3. Equipment (TV & VCR functioning, labeled, secure)
4. Storage (carts functioning, storage clean & orderly)
5. Misc. (phones, screens, tables easel)

Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	

**Personal Protective Equipment**

1. Eyewash (working, user instructions)
2. First Aid kit (bandages, compresses, latex gloves)
3. Goggles, gloves, pocket masks, respirators
4. Exposure control kit

Y <input type="radio"/>	Y <input type="radio"/>	NA
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input checked="" type="radio"/>	Y <input checked="" type="radio"/>	
Y <input type="radio"/>	Y <input type="radio"/>	NA

## Emergency Preparedness

1. Fire Extinguishers (charged & inspected)
2. Posted policies, procedures & report forms
3. Evacuation routes
4. Exit signs lit and visible
5. Emergency Exits (free and clear of debris)
6. Alarm system (checks, lights)

## Hazards Maintenance

## Comments

Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	

## General Conditions

1. Any slip, trip, or fall hazards (sharp corners)
2. Flooring (loose tiles, carpet, tripping hazards)
3. Walkways (obstructions, water, uneven surface)
4. Stairways (obstructions, treads, handrail)
5. Ceiling (loose ceiling tiles, water damage)
6. Lighting (switches, cords, sockets, safety plugs)
7. Doors (easy open, locks work)

Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	

## Bathrooms

1. Any slip, trip, or fall hazards (sharp corners)
2. Sinks (chips, broken wall mount, pipe wrap)
3. Stalls (hinges, dispensers)
4. Commodes and urinals (valves, chips, partitions)
5. Ventilation
6. Lighting
7. Waste receptacles, soap & towel dispensers
8. Showers
9. Lockers, storage facilities
10. Leaks, ponding on floor

Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
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Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	

## Office

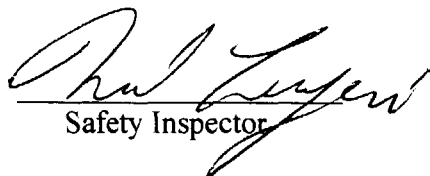
1. Falling objects (file cabinets, overhead storage)
2. Work stations (secure furnishings, bookshelves)
3. Hallways (obstructions, Fire Code clearance)
4. Clocks
5. Water fountains
6. Furnishings (in good operation condition)
7. Electrical appliances (microwaves, ovens, fridge)

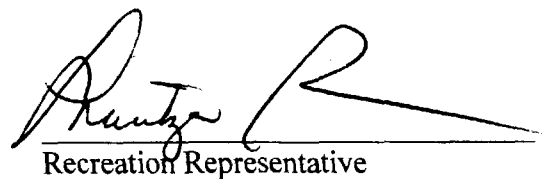
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
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Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	
Y	<input checked="" type="checkbox"/>	Y	<input checked="" type="checkbox"/>	

## Miscellaneous Equipment

1. Battery Chargers
2. Generators

Y	N	Y	N	NA
Y	N	Y	N	NA

  
Safety Inspector

  
Recreation Representative

**Fort Monmouth Morale, Welfare and Recreation Delivery System  
Facilities and Outside Areas**

Facility/Area Auto Craft Shop

Date & Time 1 May 2003

Facility Outside Area

Parking Lot

1. Any slip, trip, or fall hazards (sharp corners)
2. Pavement (cracks, pot holes, curb damage, striping)
3. Sidewalks (cracks, heaves, H/C ramps & landing to code)
4. Lighting (operational, adequate coverage, timers work)
5. Furnishings (trash cans, benches, bike rack)
6. Signage (directional, stop signs, H/C signs, 2' clearance)
7. Special conditions (Snow, ice road salt, broken glass)

Hazards Maintenance

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

Comments

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Landscape

1. Vegetation (drive isles clear, clear zone/sightlines, pruning)
2. Planting beds (mulched, weed free, irrigated)
3. Drainage systems (channels, culverts, inlets & pipes clear)
4. Grass (level, drains, mechanical and chemical maintenance)
5. Misc. (railings, fences, bollards, gates, flag poles, garbage receptacles)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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NA  
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NA  
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Facility Inside Area

Housekeeping Areas

1. Custodial (mops, brooms, equip. stored properly)
2. Chemicals labeled, sorted
3. Caution & Wet Floor signs (available for use)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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Kitchen

1. Appliances (clean, operational)
2. Storage (orderly, chemicals not stored near food)
3. Cabinets (secured, nothing can fall out, top storage)
4. Sink and faucet (leaks, working property)
5. Floors (clean, non-slip)
6. Fire Extinguisher (available and charged)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
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Multi-purpose Rooms/Meeting Rooms

1. Windows (clean, blind cords secured, caulking, trim)
2. Signs (Max occupancy signs, exits)
3. Equipment (TV & VCR functioning, labeled, secure)
4. Storage (carts functioning, storage clean & orderly)
5. Misc. (phones, screens, tables easel)

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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Personal Protective Equipment

1. Eyewash (working, user instructions)
2. First Aid kit (bandages, compresses, latex gloves)
3. Goggles, gloves, pocket masks, respirators
4. Exposure control kit

Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒  
Y ☒ N ☒ Y ☒ N ☒

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### Emergency Preparedness

1. Fire Extinguishers (charged & inspected)
2. Posted policies, procedures & report forms
3. Evacuation routes
4. Exit signs lit and visible
5. Emergency Exits (free and clear of debris)
6. Alarm system (checks, lights)

### Hazards

Y ☒ ☒ ☒ ☒ ☒ ☒

### Maintenance

Y ☒ ☒ ☒ ☒ ☒ ☒

### Comments

### General Conditions

1. Any slip, trip, or fall hazards (sharp corners)
2. Flooring (loose tiles, carpet, tripping hazards)
3. Walkways (obstructions, water, uneven surface)
4. Stairways (obstructions, treads, handrail)
5. Ceiling (loose ceiling tiles, water damage)
6. Lighting (switches, cords, sockets, safety plugs)
7. Doors (easy open, locks work)

Y ☒ ☒ ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒ ☒ ☒  
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Y ☒ ☒ ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒ ☒ ☒

NA

### Bathrooms

1. Any slip, trip, or fall hazards (sharp corners)
2. Sinks (chips, broken wall mount, pipe wrap)
3. Stalls (hinges, dispensers)
4. Commodes and urinals (valves, chips, partitions)
5. Ventilation
6. Lighting
7. Waste receptacles, soap & towel dispensers
8. Showers
9. Lockers, storage facilities
10. Leaks, ponding on floor

Y ☒ ☒ ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒ ☒ ☒  
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NA

### Office

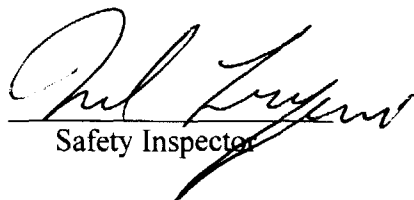
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2. Work stations (secure furnishings, bookshelves)
3. Hallways (obstructions, Fire Code clearance)
4. Clocks
5. Water fountains
6. Furnishings (in good operation condition)
7. Electrical appliances (microwaves, ovens, fridge)

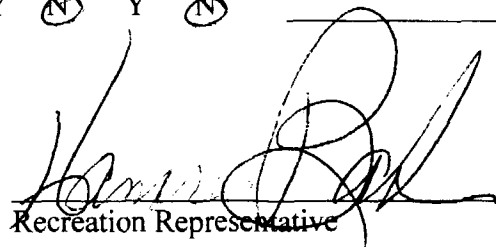
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### Miscellaneous Equipment

1. Battery Chargers
2. Generators

Y ☒ ☒ ☒ ☒  
Y ☒ ☒ ☒ ☒

  
Safety Inspector

  
Recreation Representative